



ARBORISTNOW

URBAN FORESTRY

COMPANY NEWSLETTER

DECEMBER 2019



We keep our clients informed and updated and we want to do the same internally for the company! It's essential that as we grow, we remain connected and informed.

Here, we'll share - *company updates and changes, milestones and successes, new employee information, policy and procedure updates, fun photos and happenings from the field, and much more!*

COMPANY REMINDERS

IT'S THAT TIME OF YEAR AGAIN!

Most of you are thinking it's the Holiday time of year, and you are

correct, but that is not the only thing that is important this time of year: Tax Planning!

Yes, Tax Planning for next year is also something that is very important for every employee to think about this time of year!

How did your tax return go this past April? Did you owe a bunch of money? Did you get a really big refund? Neither of these is the ideal tax planning, did you know that? The object of this thing I call "*the Federal/State Tax game*" is to get just the right amount of money being withheld from your paycheck so you don't owe any additional taxes, but not so much that the governments keep a ton of your money for a year without giving you any interest before they give it back to you!!

Have you added to your family? Has an older child reached 18 and out on their own? Did you get married/divorced? If you answered "yes" to any of those items, then you need to change your tax withholding. These are all important life events that need to be addressed for your tax planning.

Contact me at annemarie@arboristnow.com so we can discuss your specific issue and see if changing the amount of withholding will make a difference.

Sick/Vacation Accrual

Many of you have used your PTO time over the time you have been with Arborist Now/Homescape Now/ArborUpcycle but don't understand how it accumulates or accrues. From the very first hour that you start as an employee with any of the divisions, your PTO starts accumulating. Our PTO is calculated on a per hour basis; which means that for every hour that you work, a very small portion of an hour is earned as PTO. Depending on how long you have been with the company, will depend on the amount of that very small portion of an hour. For the first 6 months you work, the time is being put aside, but it is not available for you to use until you reach that 6-month mark. Once that has happened you will be able to use any hours that have accumulated.

Now, our payroll system, and the state of California, require that the sick time be labeled differently than the vacation time. The company policy of leave is that you can use either for any absences from work. That means that if you need to take a day off to go to court, but don't have any "vacation" time listed on your paystub, you are allowed, by company policy, to use "sick" time. As well, if you are sick and are not able to come to work but have no "sick" time on your paystub, then you may use "vacation" time for your sick day. HOWEVER, if you have neither sick nor vacation time

available, then you will not get paid for the hours that you missed.

Reminder that we have the following days off during the holiday season:

- **Christmas Eve**
 - **Christmas Day**
 - **New Year's Day**
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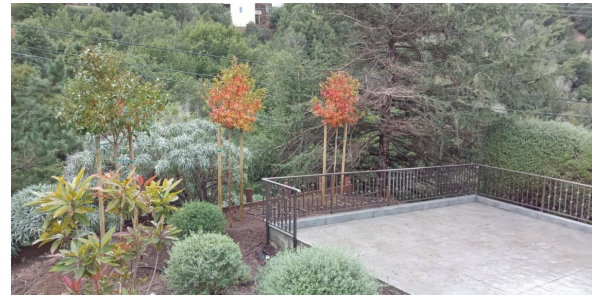
"... It's beginning to look a lot like Christmas ..."
Arbor Upcycle Style





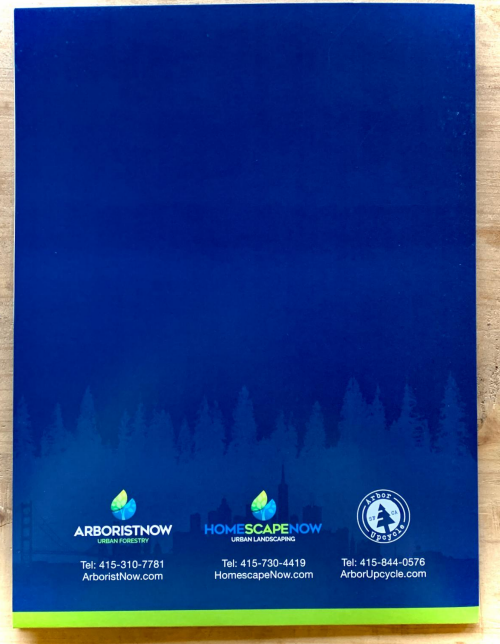
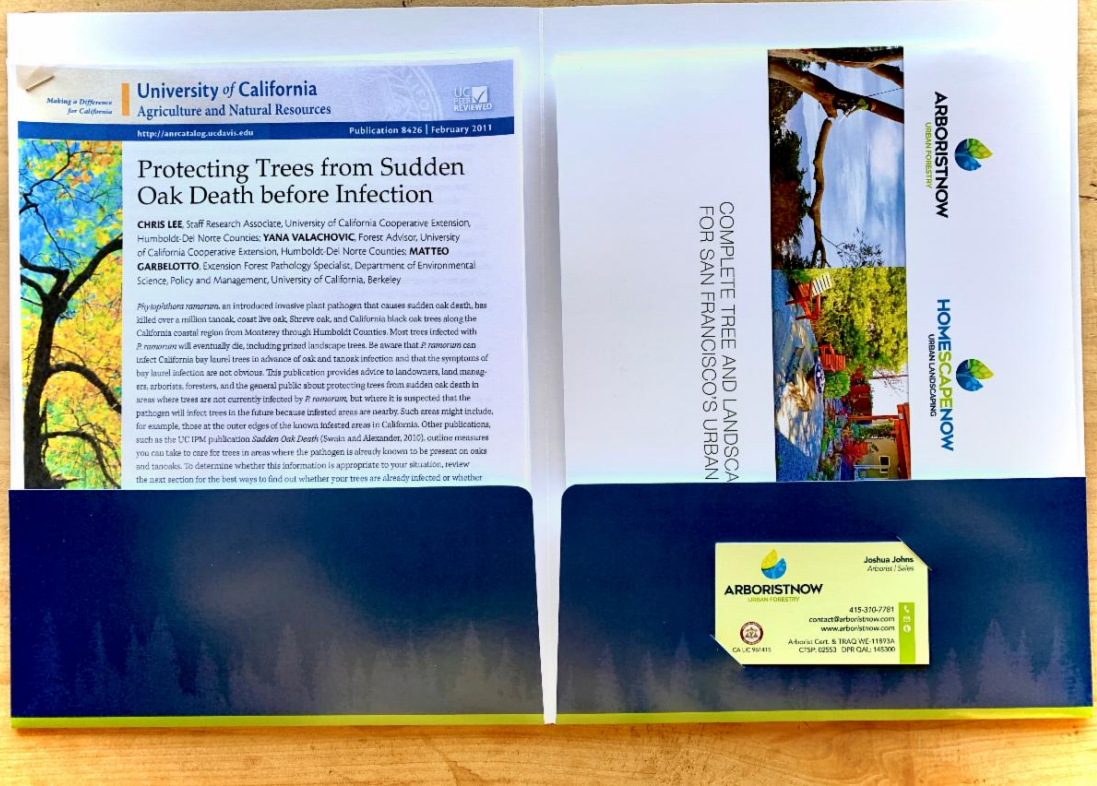
Daniel and Ben did quite the nice job planting 3 Crape Myrtle and 3 Arbutus 'Marina' 24" box trees.

#teamwork



Looking Sharp!

Our Sales Team/Estimators do an excellent job - and now they can present our company even better with our cohesive branding!



DON'T FORGET TO ... SHARE THAT SHOT!

When you're in the field and snap a photo or video, be sure to put on WhatsApp or email Elena at elena@arboristnow.com. We use these for our website galleries, monthly newsletters, social media, marketing and more!





AT WORK, IN ACTION













in process ...



DECEMBER

BIRTHDAYS

Rich Mathey - Dec. 1
Stephen Reynolds - Dec. 6
Jeremias Cruz - Dec. 10
Sergio Vazquez - Dec. 21

Anniversaries

Elena Patrice - Dec. 8
Stephen Reynolds - Dec. 14

HOLIDAYS

Christmas Eve, Christmas Day, New Year's Day
(Tues., Dec. 24th, Weds. Dec. 25th, and Weds. Jan 1st.)

Tis the season ...

OF REFLECTION AND GRATITUDE

It has been a year of growth and great progress, which **each of you** are part of.

I'm very grateful to work with such an **incredible team** and thank you for your hard work and dedication.

Let's look forward to an amazing 2020!

Wishing you and your families have a very **happy and memorable holiday!**

- *Jean Claude*

Any Suggestions?



As part of the team, we welcome internal feedback, ideas, and suggestions that relate to the company as whole.

If you have thoughts on how to streamline a process, create better company comradery, HR and communications suggestions, and/or anything that you think would help make for a better work environment and be part of the greater good of Arborist Now, let us know - we'd love to hear!

